

Role Description

Occupational Health Advisor



Cluster	Justice
Agency	Fire and Rescue NSW (FRNSW)
Directorate/Branch/Unit	People & Culture/Work Health & Safety/Health & Medical
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
Role Number	52012138, 52012139
ANZSCO Code	132311
PCAT Code	1224592
Agency Website	www.fire.nsw.gov.au

Agency overview

Fire and Rescue NSW (FRNSW) is one of the world's largest urban fire and rescue services and is the busiest in Australia. Our overriding purpose is to enhance community safety, quality of life, and confidence by minimising the impact of hazards and emergency incidents on the people, property, environment and on the economy of NSW. Our capabilities extend far beyond fighting fires. FRNSW firefighters are among the most highly trained in the world. Our teams provide fire prevention, they respond to hazardous materials incidents, natural disasters and medical emergencies. Our teams also undertake counter terrorism and urban search and rescue operations. We are prepared for anything – helping anyone, anywhere, anytime.

Primary purpose of the role

Develop and implement a range of health assessment, promotion and monitoring programs, identify and monitor emerging health issues and assist in the development of strategies, policies and procedures to promote the health of staff in accordance with FRNSW requirements.

Key accountabilities

- Case-manage the pre-employment medical assessment process for Fire Fighter applicants across the State of NSW, and develop collaborative relationships with numerous stakeholders including (but not limited to) applicants, health professionals, and FRNSW business units
- Utilise clinical and scientific evidence to provide sound, timely and integrated advice on a broad range of health and safety issues to various business units
- Initiate, develop and continually evaluate strategies, programs, policies and projects related to health assessment, promotion and surveillance
- Maintain a broad portfolio of health assessment programs and processes, ensuring continual improvement and ongoing compliance with organisational and work area functions, priorities and legislative requirements
- Collect and analyse information from numerous sources including (but not limited to) medical certificates and incident reports, to identify medical conditions that pose a risk to operational safety Undertake projects related to the development and documentation of systems and procedures associated with all aspects of day-to-day administration of related documentation, records and correspondence
- Monitor and identify emerging health issues and trends and assist in the development of strategies and processes to minimise or eliminate risks
- Investigate identified hazardous exposures and develop, implement and maintain health surveillance initiatives including a hazardous material exposure database

- Monitor hazardous materials exposure of current and previous personnel to facilitate the delivery of health services
- Coordinate and implement the various health programs for operational personnel and programs for the organisation including influenza vaccination and health surveillance
- Assist with identifying the need for and the provision of specialist personal protective equipment for firefighters

Key challenges

- Has day to day independence in managing workflow and setting priorities within approved work programs
- Critically examines health assessment and surveillance data, related information and requests and must ensure advice is sound, medically appropriate and aligns with best practice models
- Must develop strategies/solutions/policies/procedures for PFF, RFF and admin and trades staff, allowing for divergent work practice, or where no framework or precedents exist or where the previous framework is no longer valid
- Deal with complex and sensitive health issues while balancing the imperatives of the organisation with the specific health needs of individuals

Key relationships

Who	Why
Internal	
Team Leader Health & Medical/Staff within Branch	<ul style="list-style-type: none"> • Provide advice and assistance to managers and staff on health management processes
Managers within FRNSW	<ul style="list-style-type: none"> • Liaise with various levels of management to assist with resolving problems regarding retained or permanent Firefighter health assessments, sick leave and management of Firefighter illness and injury
Staff within FRNSW	<ul style="list-style-type: none"> • Liaise with wide range of staff across FRNSW including Occupational Physicians, Recruitment section, Zone Officers in Regional and Metropolitan Commands regarding the outcomes of either Permanent or Retained Firefighter health assessments
External	
Medical practitioners, specialists, health companies and medical suppliers	<ul style="list-style-type: none"> • With regard to Firefighter health assessments and appointments

Role dimensions

Decision making

- Has independence and autonomy to manage work within broad framework set by the Manager
- Must ensure decisions are made within the scope of the role ensuring accuracy of work to withstand review and scrutiny

Reporting line: Team Leader Health & Medical Programs **Direct**

reports: Nil

Budget/Expenditure: As per FRNSW Delegations Manual

Essential requirements

- 1 Relevant tertiary qualifications and/or appropriate equivalent experience.
- 2 Current knowledge of and demonstrated experience in health risk assessment, promotion, surveillance and monitoring.
- 3 Proven experience in the establishment of health risk, promotion, surveillance and monitoring and procedures and the ability to develop information sessions to promote outcomes.

Note: A current NSW drivers licence is required to undertake intermittent travel within metropolitan and regional areas

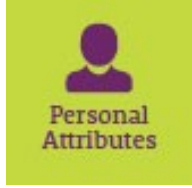
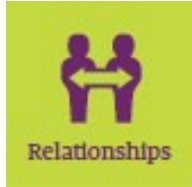


Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The focus capabilities for this role are in bold. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
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Relationships	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English'
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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
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Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> • Utilise facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements • Keep discussion focused on the key issues
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Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
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Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
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Business Enablers Project Management	Intermediate	<ul style="list-style-type: none">• Perform basic research and analysis which others will use to inform project directions• Understand project goals, steps to be undertaken and expected outcomes• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans
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